

**POSITION DESCRIPTION**  
**DCF/DECE/BUREAU OF PROGRAM INTEGRITY**  
**AUDITOR – SENIOR**

Position Summary

The Bureau of Program Integrity (BPI) within the Division of Early Care and Education (DECE) has lead planning responsibilities for the Department of Children and Families (DCF) statewide child care program integrity activities. The DECE goal is to provide access to affordable, high quality child care and early education experiences, to enhance our children's development and to support their families in work and parenting roles.

Under the general supervision of the Program Supervisor, this position is responsible for conducting audits, reviews, investigations, and quality assurance activities related to the implementation, monitoring, and oversight of program integrity activities related to the Wisconsin Shares and YoungStar programs. This position also provides training and technical assistance to counties, Tribes, and other entities responsible for overpayment and fraud prevention programs. This position requires knowledge and application of professional accounting and auditing theories and principles and will participate in highly complex audits.

**50% A. Performance of detailed, complex audits/reviews and related investigations into Wisconsin Shares and YoungStar program compliance.**

- A1. Conduct the most complex audits and investigations by applying sound fact-finding principles to secure all pertinent information from all available resources.
- A2. Complete all phases of audit preparation including review of previous audit files, preliminary communications with audited entity, and audit planning and scheduling.
- A3. Evaluate the information obtained to determine whether it appears abuse, neglect or misappropriation has been committed.
- A4. Plan and conduct interviews when appropriate to obtain additional information and evidence.
- A5. Obtain, develop and utilize sources of information to determine if the audited entity is in compliance with applicable laws, rules, regulations and policies.
- A6. Based on the audit procedures performed, prepare and submit oral and written reports on any non-compliance or overpayments. These reports must be accurate, complete, informative, concise, tactful, and factual; follow departmental policies and procedures.
- A7. Include alternatives and possible remedies in the report.
- A8. Collect, protect and preserve physical evidence to ensure the integrity of the documents and evidence.
- A9. Provide input in determining appropriate investigative techniques.
- A10. Plan and perform management/operational audits or reviews, report to management on the efficiency and effectiveness of departmental programs and systems.

- A11. Develop and recommend improvements to automated and manual systems to increase the efficiency of program management.
- A12. Ensure programs are in compliance with state and federal regulations.
- A13. Plan the surveillance of persons and places, and conduct it with the assistance of other investigators as necessary, for obtaining evidence relevant to determining whether non-compliance or misappropriations have been committed.
- A14. Prepare and deliver testimony at administrative hearings and in criminal proceedings related to work previously performed.

**30% B. Provide training and technical assistance to counties, Tribes and other entities responsible for overpayment and fraud prevention programs.**

- B1. Develop, implement and perform regular monitoring activities related to child care and compliance with statutes, code and departmental policies.
- B2. Conduct on-site visits of child care providers as appropriate.
- B3. Analyze reporting, calculate overpayments if necessary, and work with county to enhance compliance.
- B4. Analyze existing policies, administrative rules, statutes and polices to identify areas of inconsistency or concern.
- B5. Advise on policy issues and assist in the formulation and implementation of policy initiatives and draft correspondence regarding policies and procedures.
- B6. Prepare program integrity related training materials.
- B7. Present program integrity related training to counties and other entities, as appropriate, and answer related inquiries.
- B8. Participate in dialogues with other states' integrity staff to determine system vulnerabilities, preventative measures and best investigative

**20% C. Provide direct support to local criminal investigations into child care fraud.**

- C1. Provide statutory, administrative code, and DCF policy and procedure direction in audits/investigations.
- C2. Collect, protect and preserve evidence for the purpose of maintaining its admissibility in court proceedings.
- C3. Analyze and evaluate cases for legal action.
- C4. Prepare and submit complete, detailed and accurate audit, investigatory, and administrative reports.
- C5. Prepare and assist in the preparation of case reports.
- C6. Be prepared to appear as a witness and testify in investigative, administrative or court proceedings as directed by the assigned attorney.
- C7. Establish and maintain cooperative working relationships with local, state and federal law enforcement agencies.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of professional accounting and auditing theory, practice and principles.
2. Knowledge of fact-finding techniques
3. Knowledge of State statutes, Federal regulations, administrative rules, and Department policies.
4. Knowledge of training methods and procedures.
5. Skill in the use of internet, email, spreadsheet, word processing, database, presentation and other computer software.
6. Skill in listening.
7. Skill in verbal and written communication.
8. Ability to perform auditing work and provide technical advice in complex or highly specialized situations.
9. Ability to establish and maintain effective working relationships with employees, officials and the public.
10. Ability to interpret and communicate the intent of State statutes, Federal regulations, administrative rules, and Department policies.
11. Ability to analyze, interpret and communicate financial data to managers.
12. Ability to be accurate and detailed.
13. Ability to apply audit programs and procedures.
14. Ability to analyze complex facts and documentation to reach a logical conclusion.